**Building It UP**

National Program Team

[draft document: please send feedback to j.sarvey@neu.edu]

The Building It Up Program is designed to assist campuses in building and developing the capacity of their co-curricular community service programs, primarily through adoption of the Coalition of Projects organizational structure, or for programs that already have the basic structure but are interested in adopting or modifying some of the more advanced elements of the model.

This structure, found at nearly every strong service program in the nation, makes possible, facilitates and supports a range of benefits and advantages:

* facilitates quality, meaningful, high impact service
* creates meaningful student leadership opportunities
* provides for a systematic capture and transfer of knowledge
* provides frequent, relevant internal organizational advice through experienced peers
* creates systematic processes for transition
* creates organizational capacity to engage large numbers of students in sustained, quality service
* shifts staff roles to areas of highest value

**National Program Team**

In order to develop and implement this organizational development/capacity-building program, we need to assemble a national team that will engage in research, consulting, and training. Initially this team will be on a volunteer basis. If we are able to secure some grant funding, we may begin to offer stipends and training/consulting honorarium to members of the team that emerge as the most active.

Roles

Members of the National Program Team will engage in the following activities:

Research

* Examine campus programs that have the Coalition of Projects structure and capture specific details about the extent to which it matches each of the elements; write up case examples (we will likely have each member of the National Program Team conduct a study of at least one program)
* Examine campuses that have recently transitioned or adopted the Coalition of Projects model to capture the process they undertook
* Contribute to building up our knowledge base of specific examples of strong service programs around the nation
* Examine other organizations outside of co-curricular community service that have versions of the Coalition of Projects model (IFC, Panhellenic) and identify similarities and differences
* Participate in reviewing research literature on co-curricular student involvement, community service, student leadership development, organizational structures, etc.
* Contribute to papers the team will produce regarding how organizational structure impacts quality, sustainability, transition, etc

Consulting

* Contribute to the development and refinement of organizational needs assessment tools and processes; it will primarily focus on the extent to which a program matches or contains any of the elements of the Coalition of Projects structure
* Assist participating campuses with organizational needs assessment (remotely or in person)
* Assist participating campuses with developing an action plan for adopting the model and developing their program
* Participate and contribute to the online learning community of participating campuses and National Program Team

Training

* Learn the Coalition of Projects model well enough to be able to deliver it as a workshop
* Contribute ideas for how to improve delivery of training about the model
* Contribute to developing new trainings that go deeper in key elements
* Organize or host a regional Building It Up Seminar

Members of the National Program Team would not necessarily engage in all of these roles but would at least contribute in each of the three major areas. There are some roles that we would want every member of the team to participate in such as examining a program that currently has the model.

**Qualifications**

We are primarily looking for student affairs professionals with backgrounds in community service. It would be helpful, although not completely necessary, to have experience working in a program that has the Coalition of Projects Model, either as a student or advisor/administrator. Advanced upper division students or alumni who served as a student leader within a program based on the model would also be ideal.

Ideal candidates would also have some experience and capability around engaging in research, delivering workshops, and providing consulting.

All members of the team will need strong teamwork and collaboration skills and strong communication skills (listening, writing, public speaking).

Members will also need either the aptitude or desire and flexibility to extensively use various technology that we will be relying on as a nationally-distributed volunteer team.

**Benefits**

Members of the National Program Team will gain great experience and knowledge about community service programs, consulting, training, and developing a national capacity-building and organizational development program. In addition, there will be opportunities to contribute to academic papers that will be submitted to journals. All of these benefits should help to advance the professional skills and career of members.

**Terms**

Our plan at this point is to start this as a pilot for one year and then launch it fully as a program in the second year. We hope that most members of the National Planning Team will commit to stay through at least the completion of the pilot year.

**Process for Applying**

Send resume or cv along with a statement/letter of application indicating why you are interested and which roles you are most interested in playing.

Send to : John Sarvey, j.sarvey@neu.edu